



**City of Rockville**  
**Dept. of Community Planning & Development Services**  
 Planning Division  
 111 Maryland Ave. • Rockville, MD 20850-2364 • 240-314-8200  
 www.rockvillemd.gov

**CPD**

# APPLICATION FOR **COMPREHENSIVE PLANNED DEVELOPMENT (CPD) CONCEPT PLAN APPROVAL**

**PROJECT IDENTIFICATION:** \_\_\_\_\_

Application is hereby made with the Mayor and Council of Rockville for approval of a Comprehensive Planned Development Concept Plan Approval for the property described below:

PLEASE PRINT CLEARLY OR TYPE	PROPERTY ADDRESS		
	NUMBER, STREET & ZIP		
	SUBDIVISION	LOT	BLOCK
	ZONING	TAX ACCOUNT NO.	PROPERTY SIZE (in square feet)
NAME		MAILING ADDRESS – NUMBER, STREET, CITY, STATE, ZIP	PHONE / FAX / E-MAIL
<b>APPLICANT*</b>	FIRST		
	LAST		
<b>PROPERTY OWNER</b>	FIRST		
	LAST		
<b>ARCHITECT Registration #</b>	COMPANY		
	LAST	FIRST	
<b>ENGINEER/ OTHER Registration #</b>	COMPANY		
	LAST	FIRST	
<b>ATTORNEY</b>	COMPANY		
	LAST	FIRST	
GROSS FLOOR AREA & SITE SIZE			
Total Gross Floor Area:	Office Gross Floor Area:	Retail Gross Floor Area:	Hotel Gross Floor Area:
Number of Dwelling Units:	MF TH SFD	Number of Parking Spaces:	Site Size:

*\* A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.*

Description of what this application is for \_\_\_\_\_

I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this application.

**TO BE COMPLETED BY THE PLANNING DIVISION**

Application #: \_\_\_\_\_  
 Staff Reviewer: \_\_\_\_\_  
 Target Planning Commission  
 Review Date: \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Received by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Total fee: \$ \_\_\_\_\_

**See reverse side**



**APPLICATION CHECKLIST**  
**COMPREHENSIVE PLANNED DEVELOPMENT**  
**(CPD) CONCEPT PLAN APPROVAL**

Please complete this checklist and include it as part of the application submittal. Each item on the checklist must be contained in the application packet. If items are missing, the application cannot be accepted.

		<i>For Staff Use Only</i>	
Submitted	Received		
<input type="checkbox"/>	<input type="checkbox"/>		Written description of the plan of development
<input type="checkbox"/>	<input type="checkbox"/>		A concept plan (8 copies) at 200' scale or larger (folded to 8½ x 11)
<input type="checkbox"/>	<input type="checkbox"/>		Preliminary maintenance and ownership of common facilities statement
<input type="checkbox"/>	<input type="checkbox"/>		A preliminary schedule of development including time specific staging and phasing
<input type="checkbox"/>	<input type="checkbox"/>		Traffic impact study (when applicable)
<input type="checkbox"/>	<input type="checkbox"/>		Natural Resources Inventory, Forest Stand Delineation and Forest Conservation Plan
<input type="checkbox"/>	<input type="checkbox"/>		Filing fee.

(Use the Application Submittal Procedures for explanation of these items.)

Comments on Submittal: (For Staff Use Only): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**City of Rockville**  
**Dept. of Community Planning & Development Services**  
Planning Division  
111 Maryland Ave. • Rockville, MD 20850-2364 • 240-314-8200  
[www.rockvillemd.gov](http://www.rockvillemd.gov)



## **SUBMITTAL PROCEDURES FOR COMPREHENSIVE PLANNED DEVELOPMENT (CPD) CONCEPT PLAN APPROVAL**

Each applicant needs to be aware of the following facts about the processing of this application. After reading the following information, please sign below to acknowledge your understanding.

### **PRE-APPLICATION MEETING:**

A pre-application meeting with the Development Review Committee or the Planning staff is recommended prior to filing all applications.

### **POSTING OF SIGN:**

A sign must be posted on the property to provide notification of the application to the community. The City provides this sign to the applicant with 3 days of filing. It must remain posted until the Mayor and Council takes final action on the application. An affidavit of posting must be completed to certify that the sign was posted for the required time.

### **INSPECTION OF THE PROPERTY:**

The members of the Mayor and Council, Planning Commission and the City staff members must be given the opportunity to physically inspect the subject property to help them reach a decision on the application. This opportunity must be granted provided a reasonable notice is given for said inspection.

### **HEARING/MEETING APPEARANCE:**

The applicant must be prepared to present his/her case before the Planning Commission and the Mayor and Council.

### **THE DECISION:**

Submission of this application with the filing fee is not a permit. The Mayor and Council will make the final decision (Approval/Denial/Dismissal) on this application. While the Planning Division and the Planning Commission may make recommendations to the Mayor and Council on this application, these recommendations are advisory only and are not binding on the Mayor and Council.

### **REFUNDS:**

The filing fee is not refundable regardless of whether the application is approved or denied. Once the sign is returned, one-half of the sign fee (the deposit portion) will be refunded.

---

Applicant

---

Date

- A.** A written description of the plan of development clearly stating where waiver or modification of the normal requirements of the Zoning and Planning Ordinance are requested, and stating how the departure from standard provisions will achieve the intent of Section 5-701 of the Ordinance and duly adopted Master Plan.
- B.** A concept plan (15 copies) at 200' scale, or larger, supporting the above statement and showing: (folded to 8½ x 11)
  - 1. The general location and approximate height and size and use of all nonresidential buildings.
  - 2. The general locations, number, and type of dwelling units.
  - 3. A general vehicular and pedestrian circulation system including public and private streets, walkways, bikeways, parking areas, traffic signals and turn lanes (on and off site).
  - 4. A general system of open space and buffers and recreational areas with estimation of acreage to be dedicated to the public and that to be retained in common private ownership.
  - 5. Topography showing contour intervals at 5', existing buildings, wooded areas, water courses and 100 year flood area.
  - 6. Existing features within 300' of project boundary.
- C.** A preliminary statement including how maintenance and ownership of any common facility will be resolved.
- D.** A preliminary schedule of development including the time specific staging and phasing of:
  - 1. Residential areas.
  - 2. Nonresidential development
  - 3. The construction of streets, utilities, and other improvements necessary to serve the project area (on and off site).
  - 4. The dedication conveyance of land to public use.
- E.** Traffic Impact Study.
- F.** A statement describing how this application will address Rockville's Guideline for Arts in Private Development.